

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE PROCUREMENT**

**CONTRACT NO:** GS25F066M

**CAPTION:** Storage and Retrieval Services

**PROPOSED CONTRACTOR:** Iron Mountain Record Management Information Services, Inc

**PROGRAM AGENCY:** Department of Employment Services

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

**2. MINIMUM NEED:**

The Department of Employment Services needs a contractor to provide verbatim stenographic and transcription services.

**3. ESTIMATED REASONABLE PRICE:**

The estimate price is \$16,000.00

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

Record storage and retrieval services are required to house approximately 6000 boxes of case files and other documents belonging to the worker's compensation, wage-hour, hearing and adjudication and unemployment compensation programs. The current files are with Iron Mountain Records Information Services. Approval of the requisition in the PASS system for Iron Mountain ensures the continuation of records management services through the end of fiscal year 2015.

The Director approval of the requisition is needed at this time for an uninterrupted service with Iron Mountain Record Management Information Services, Inc.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gerren Price  
Acting Director

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Angela Turner  
Associate Procurement Officer/Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sheila Mobley  
Acting Chief Procurement Officer